

1983

Minutes
Athens Regional Library Board
February 3, 1983

The regular meeting of the Athens Regional Library Board, postponed from January 20 because of severe weather, was held in the library auditorium in Athens on Thursday, February 3, 1983 at 3:30 p.m. Present were Mr. Austin, Chairman, Mr. Barrett, Mr. Eberhardt, Mr. Johnson, Mr. Kellam, Mrs. Langley, Mrs. Newland, Miss Powell, Dr. Reines, Mrs. Weeks, and Miss Austin, Secretary.

Mr. Austin called the meeting to order and welcomed the members. Minutes of the October meeting were approved as distributed by mail.

Mrs. Langley reported for Oconee County that successful workshops on Halloween and Christmas crafts were held in Watkinsville, and that the Watkinsville open house at Christmas was well attended. The County Library Board is working to improve the wiring in the Bogart library so that the lighting can be improved.

The chairman asked if other counties had sent reports. The director reported that Mrs. Langford and Mrs. Whitehead called to say that things are about the same in Madison County and to express regret that they were unable to attend the meeting. She and Mrs. Kemppinen had attended the regular meeting of the Franklin County Library Board in January at which continuing progress in library use was noted. Oglethorpe County continues to make progress in raising money and planning for the renovation of their new quarters with the largest recent gift coming from Mrs. B.E. Faust, who contributed \$5,000.00 in memory of her late husband, a former superintendent of schools in Oglethorpe County. The money is designated for use in renovating and equipping the community meeting room which will be named in honor of Mr. Faust. She has announced plans to give another \$5,000.00 soon.

Miss Austin combined the Director's report with the Clarke County report. She called attention to the new floodlights on the library grounds which it is hoped will reduce vandalism in the parking lot, and to the new electrical outlets in the workroom provided by Clarke County. She reported that the library's proposal to the Georgia Endowment for the Humanities for a grant of \$2,240.00 to fund a series of programs dealing with Georgia's folk heritage has been approved. A brief review of the planned programs followed with Board members indicating interest and approval of the series of programs. She reported that the library will show two films on Sunday afternoon, February 20 on two aspects of folk art, including "Missing Pieces," which deals with quilts made by former Athens area resident Harriet Powers (one of hers hangs in the Boston Museum), and "The Meaders Family-Potters," dealing with the work of the Meaders family in White County,

Athens Regional Library
February 3, 1983

Georgia. An unexpected reinforcement of the folklore theme will be a part of the Folk Art Exhibit organized by Jill Read and the Clarke County Office of Cultural Affairs. The Athens Art Association agreed to postpone their next exhibit so that Mrs. Read could use the auditorium when a mix-up occurred with scheduling one of the exhibits at another location. The Library exhibit will include a replica of the Powers quilt in the museum and examples of the Meaders pottery as well as other examples of work of local artists.

Miss Austin reported that libraries have been informed that there will be an additional cut in the state grant for travel for FY 1983, reducing the total for the 6 state allotted librarians from \$5,310 to \$3,990. This is a deeper cut than that announced at the October meeting. The other cuts in the materials grant and the Talking Book Center grant remain although there has been some talk that part of the cut would be restored in the supplemental state budget in the January 83 session of the legislature. While the library has already used slightly more than \$3,000 of the travel grant, she feels that with careful management we will be able to continue to make necessary visits to the branch libraries, attend local board meetings and the required state meetings of library directors. Because none of the staff members were able to attend the Southeastern Library Association conference in November, the money budgeted for that travel from the Maintenance and Operation Funds will be available for general travel for the remainder of the fiscal year.

She reported that the first session of the reference workshop planned as part of the LSCA Title I grant (FY 1982 federal money not received until our FY 1983 had begun) was held on January 29 and was quite successful. The second session is scheduled for February 10 from 9:00 a.m. through 4 p.m.

Mr. Kellam inquired about the complaint against a book which was registered by a borrower. Mr. Austin has appointed a committee to review that complaint and three others. The titles in question are being passed around the committee and it will meet next week to act on the complaints.

As new business Mr. Austin took up the agenda item amending the budget for the Talking Book Center. Mrs. Wright has requested that an additional \$65.00 be transferred from the travel item to the computer training item to enable her to enroll in a course to be offered in Atlanta which deals specifically with using one of the commercially prepared programs purchased for the Talking Book Center microcomputer. Dr. Reines moved that the transfer be approved; Miss Powell seconded; the motion passed.

The next item was a proposal to permit the sale of some unneeded gift books. This proposal came from the staff and was presented to the director by Mrs. Ames, assistant director and head of acquisitions. Mrs. Ames volunteered to coordinate

Athens Regional Library
February 3, 1983

the book sale and members of the library staff volunteered to donate their time to manage on sale day. As a subordinate proposal, the staff, through Mrs. Ludwig, wanted approval to hold a bake sale in conjunction with the book sale, if approved, with proceeds from the bake sale designated for the purchase of a microwave oven for the staff lounge. Mr. Kellam pointed out the importance of designating books to be sold as unneeded duplicates. Further discussion brought out the fact that the proposed sale would include gift books only, and would publicize the fact that they have been carefully screened to identify and save any title that the library could use. Dr. Reines moved that the Board approve the book sale. The motion passed. Mr. Kellam moved that the proposed bake sale be approved with proceeds to go toward the purchase of a microwave oven for the staff lounge. By common consent the motion was approved.

Miss Austin announced that she will be working with county library boards on budget requests for FY 1984 during the next two or three months. She suggested that Board members speak to any members of the state legislative delegation they know well enough to urge that the FY'84 state budget provide at least the same level of support for public libraries as was in the original FY'83 budget before the cuts.

The meeting was adjourned at 4:30 p.m.



Roxanna Austin, Secretary

Minutes
Clarke County Library Board
February 3, 1983

The Clarke County Library Board held its winter quarter meeting Thursday afternoon, February 3, 1983 at 4:35 p.m. immediately following the adjournment of the Regional Library Board meeting. This meeting was postponed from January 20 because of severe weather. Present were Mr. Austin, Chairman, Mr. Barrett, Mr. Eberhardt, Mr. Johnson, Mr. Kellam, Mrs. Newland, Miss Powell, Dr. Reines, Mrs. Weeks and Miss Austin, Secretary.

There being no objection, the minutes of the October 1982 meeting were approved as distributed by mail.

Mr. Austin asked the director to summarize the report of the energy audit performed by Mr. Granade of the Georgia Power Company office in Athens. A general discussion followed, with the consensus that many of the suggestions are for minor adjustments only, some of which are already being done. Some members of the Board expressed regret that no candlepower standards for lighting were mentioned, instead leaving appropriate levels of illumination to the judgment of the library director. No action was taken on the report other than to authorize the director to pursue the recommendation concerning installation of ceiling fans in the adult reading room to improve circulation of air. There was some concern about the esthetic effect of the fans and the director asked for the advice of the building and grounds committee when the time comes to consider the matter.

The chairman called for the report of the nominating committee. Mr. Johnson, chairman, reported that the committee had decided to provide the Board of Commissioners of Clarke County with only one name as a recommendation for appointment to the Library Board rather than two as has been done with previous vacancies. The committee feels this will be less awkward for the person who agrees to have his or her name presented but is not appointed. Mr. Johnson reported that the committee recommended the reappointment of Mr. Eberhardt and Mr. Austin, both completing appointments to unexpired terms, to full five year terms and the reappointment of Dr. Reines to another five year term. The Board of Commissioners acted on the recommendations in November and reappointed all three members, who have accepted the appointment.

Mr. Austin asked the Director to present a request from a group of artists who want to install an exhibit of stained glass works in the lounge area of the adult reading room in front of the large window area. Several members of the Board expressed reservations about opening up that part of the reading room to exhibits. Others had more practical concerns about removing

Clarke County Library Board
February 3, 1983

ceiling tiles to attach objects to beams in the building. Others expressed concern about guidelines as to who would be permitted to exhibit and what criteria would be applied. Consensus was that the request should be denied on practical grounds. The director was instructed to notify the group of the Board's decision.

The director presented the just-received request of Mr. Kethley, leader of a local Boy Scout troupe, to conduct a book drive for the library. By common consent the Board agreed that such drives should not be encouraged since they rarely produce the kinds of books the library needs most. The director was instructed to communicate this decision to Mr. Kethley with our thanks for the troupe's interest and support.

There was a discussion of communication between the library and the schools to determine whether the public library knows what is needed to supplement school collections.

No action was taken, but the need was emphasized for continuing communication with school officials and individual teachers as to needed services and those the library can provide.

Mr. Barrett had a happy note to contribute. A library user reported to him that this library is the most cooperative and helpful public library that person has ever had the joy of using, especially with respect to interlibrary loan service, and the individual had lived in several cities in Georgia, Ohio, and in other states!

The meeting was adjourned at 5:15 p.m.

A handwritten signature in cursive script, reading "Roxanna Austin", written over a horizontal line.

Roxanna Austin, Secretary

Minutes
Athens Regional Library Board
April 21, 1983

The Athens Regional Library Board held its regular quarterly meeting at the library in Athens at 3:30 p.m. Thursday, April 21, 1983. Present were: Mr. Austin, Chairman, Mrs. DuPree, Mr. Eberhardt, Miss Hawkins, Mr. Johnson, Mr. Kellam, Mrs. Neighbors, Mrs. Newland, and Miss Powell from Clarke County; Mrs. Callaway, Oglethorpe County; Miss Jenkins and Mrs. Langford, Madison County; Mrs. Langley, Oconee County, and Miss Austin, Director and Secretary.

After refreshments Mr. Austin called the meeting to order. Minutes of the February meeting were approved as distributed by mail upon motion of Mr. Kellam.

The Chairman asked for reports from the counties in the region. Mrs. Whitlow reported good publicity for the Franklin County libraries for National Library Week. She noted that the Franklin County Library Board has approved cumulative sick leave up to three weeks for the employees of those libraries. (It had not been cumulative before.) The local Board in Royston is making a strong effort to promote memorial gifts to the Royston Library. The current emphasis is on shrubbery to complete the landscaping of the library grounds, but the Board is also encouraging memorial gifts for books.

Mrs. Langford reported for Madison County. Their Board is looking forward to trying to add some needed equipment.

Mrs. Langley reported for Oconee County, calling attention to the new lighting in the Bogart Library, the cost of which was shared by the Oconee County Commission and the Oconee County Library Board. Special displays in Watkinsville included Art Week observance by the high school students, a quilt display, and some of the works of pottery done by the Meaders family. Mrs. Brown, librarian, participated in the local high school career day, explaining the work of a public librarian.

Mrs. Callaway reported for Mrs. Paradise, chairman of the Oglethorpe County Library Board. Enthusiasm for the renovation and remodeling project for the new library quarters continues high. Work on this has kept board members busy and they are making good progress.

Miss Austin combined the Director's Regional report and the Clarke County report. She noted that three of the programs in the series funded by the grant from the Georgia Endowment for the Humanities have been presented with excellent attendance and high public interest. A joint project with the Clarke County Office of Cultural Affairs provided an exhibit of folk art for the month of March which served as a fine introduction to the folklore lecture series. Miss Austin also reported that 83 programs were held in the auditorium since February 3 (our last meeting date). Several gifts have been received, the most recent being a collection of volumes on insurance presented by the local Life Underwriters Group. She announced that the library has begun keeping records on the

Athens Regional Library Board
April 21, 1983

number of telephone reference questions received because of the noticeable increase in such questions. This information will be used in planning for staff assignments.

Of regional interest, Miss Austin announced the death of the Talking Book Center Director Janet Wright's mother in Savannah following a year of steadily declining health.

The Director expressed appreciation to the Board for its permission to hold the book sale of unneeded duplicate gifts in March. More than \$350.00 was realized from this activity. The bake sale, held in conjunction with it, yielded a little more than \$300.00. Mr. Kelley, of Kelley's TV and Appliance, had agreed to sell us a microwave oven for the staff room for \$300.00, so as soon as that amount was raised from the bake sale, the remainder went into the book fund. A list of titles purchased was published in the Athens Observer. She invited board members to visit the staff room to inspect the oven and again expressed the pleasure of the staff at having this piece of equipment added for their pleasure and convenience.

Miss Austin announced that the state auditor examined our books in February and the report has been received showing everything to be in good order. Copies were mailed to the chairman of each county board, and anyone who wished to examine the report was invited to do so at their convenience at the library. She pointed out that the audit is done on a strict fiscal year basis and covers funds received and payments made from July 1 through the following June 30. Because a few of our supporting agencies were unable, for good reasons, to send their FY'82 checks in time to reach us before June 30, it may appear that they had not met their obligations; however, a careful check of the monthly financial reports will show that all 1982 funds were received as pledged. She also reported that the heads of the supporting agencies had indicated that they would welcome a written reminder, especially when they pay with one annual check. Notices for FY 1983 were sent in April, and have already produced good results.

Three staff members attended the Georgia Library Association Legislative Day in Atlanta on February 16. Miss Austin reported that they saw each of the representatives and senators serving the five counties in the library system and were received very graciously. All of them expressed interest in the library legislation called to their attention and pledged their support for public libraries.

Miss Austin attended a Library Directors meeting in Atlanta on March 10 where Mr. Forsee, Director of the Department of Education's Division of Public Library Service reassured the Directors that most of the state book fund cut earlier will be restored before the end of FY 83. Some of the travel will be restored, but the amount is still uncertain.

Athens Regional Library Board
April 21, 1983

She reported the successful conclusion of the reference workshops for the branch librarians in February and a planning workshop for the summer reading program in April. The theme for the Summer Program will be "Uncover the Clues."

Another meeting the Director has attended was the Georgia Library Association's Governmental Relations Committee sponsored Library Day in Congress in April. This is held each year during National Library Week. The Georgia group visited 8 of the 10 Representatives and both U.S. Senators. All of them indicated that they feel the Library Services and Construction Act will continue on the books and will be funded, probably at or below its present level unless the economy improves remarkably. Mention of the visit to Mr. McDonald's office brought on a discussion of efforts on the part of ultra conservative groups to force libraries to represent their points of view in library collections. This trend is noticeable among many groups, and the consensus was that we are reasonably well covered by our official book selection policy, which states that efforts will be made to represent both sides of controversial matters.

The Director and the Executive Committee met in March to review the tentative budget to be submitted to the Clarke County Board of Commissioners along with the Clarke County budget request. It will be some time before final action of this budget request will be taken. Since then, Miss Austin and the branch consultants have met with each of the other county library boards to discuss their proposed budget requests.

There was no old business but a report on the status of our expenditures in relation to the FY'83 budget was distributed as requested and promised at the previous meeting.

Miss Austin then requested permission to use some of the money from the unbudgeted interest received on our general account for travel, since the status of the state grant is so uncertain and there is still needed travel to be done. It is anticipated that this account will earn approximately \$3,750.00 for the year. Mrs. DuPree moved that the Director be authorized to use up to \$1,000.00 from the unbudgeted interest on the general account funds for travel if the state travel funds are not restored. After a brief discussion the motion passed unanimously.

Next she presented the request of Nancy Kemppinen for professional leave to attend the American Library Association annual conference in Los Angeles June 25 through June 30. Mr. Kellam moved that Mrs. Kemppinen be granted professional leave to attend the conference and that she be reimbursed for expenses to the extent travel funds will permit. The motion passed unanimously.

The proposed budget for FY 1984 was distributed. Mr. Austin reported on the conference he and Miss Austin had with Mr. Lumpkin,

Athens Regional Library Board
April 21, 1983

the County Administrator, who makes up the initial recommendations to the Commissioners. It was not too encouraging, but final action will not come until later. Following discussion, the Board ratified the proposed budget.

Miss Austin brought up the matter of the state law requiring all local government agencies, including public libraries, to adopt an official records retention schedule by July 1, 1983. She briefly reviewed the one adopted by the library of the State Department of Education and requested that it be adopted for this library, with a committee named to work with her before any records identified for destruction are actually removed from the building. The committee would make recommendations for amending the schedule if it sees the need for it. Mr. Eberhardt moved that the Board adopt the state schedule with the understanding that it will be amended as recommended by the committee appointed to work with the director. Mr. Kellam seconded, and the motion passed. Mr. Austin appointed Miss Powell, chairman, Mr. Kellam and Mr. Johnson to serve as a committee to work with the Director on this matter.

Mr. Austin noted that there have been several(4) books challenged as inappropriate for the library in the past several months. Committees were appointed according to the procedure approved by the Board to review them in light of the objections and to recommend appropriate action. The Committee recommended that the book be retained in each case, and directed that a letter be written to the complainant explaining the Board's policy governing book selection and pointing out why and how the decision was reached. These letters were sent, and to date no further communications have been received concerning the books.

There being no further business the meeting was adjourned at 4:45 p.m.

Roxanna Austin

Roxanna Austin, Secretary

Minutes
Clarke County Library Board
April 21, 1983

The regular meeting of the Clarke County Library Board was called to order by the chairman immediately following the adjournment of the Regional Library Board meeting on Thursday afternoon, April 21, 1983. Those present were Mr. Austin, Chairman, Mrs. DuPree, Mr. Eberhardt, Miss Hawkins, Mr. Johnson, Mr. Kellam, Mrs. Neighbors, Mrs. Newland, Miss Powell and Miss Austin, Secretary.

The minutes of the February meeting were approved as distributed by mail upon the motion of Mr. Eberhardt.

The Director's report was brief, most of it having been presented in the regional board meeting. The additional matter consisted of a letter from Carol Winthrop, Secretary, Athens-Clarke Georgia 250th Birthday Celebration Committee, proposing Tuesday, June 28, 1983 at five o'clock as the time for the presentation and dedication of their gifts to the Library of a kiosk-type bulletin board and a set of the Dictionary of Georgia Biography, a two volume set currently being published by the University of Georgia Press. By common consent this was accepted as a satisfactory time. The Director will notify the Committee with our thanks for the gifts.

There was no old business.

As new business, Miss Austin reported that the Grounds Committee had been unable to meet by this date. She pointed out that this year's budget (FY'83) provides a little money for replacing shrubbery. Mr. Glenn, who does the garden maintenance the County cannot do, has reported that the prices he quoted a year ago still hold. She needs the committee to make recommendations as to what should be done first as there is not enough money for everything. By common consent, it was agreed that the Board authorize the Committee to proceed as they judge best under the circumstances.

Mr. Johnson called attention to a broken globe on one of the lights. Miss Austin advised him that it has been reported to the County maintenance department and should be replaced shortly. He also called attention to a brick which had fallen from the garden wall which he considered an invitation to vandalism. The Board agreed and Miss Austin will look into having it replaced properly.

There was no further discussion of the Clarke County budget request which was accepted by common consent. Mr. Austin reminded the Board that our conference was with Mr. Lumpkin rather than the entire Board of Commissioners, and that we have the right of appeal to the Board if we are dissatisfied with his recommendation. The consensus was that we should follow this procedure as soon as we receive his recommendation.

Clarke County Library Board
April 21, 1983

Miss Austin presented the DeKalb County Library System's universal library sign system which is being tried there on an experimental basis. She asked the advice of the Board as to whether we should pursue such a signage program for locating the Athens Regional Library Building. Mr. Eberhardt suggested that we ask the DeKalb system how it is working, what problems they have experienced, etc. Mr. Austin suggested that the matter be postponed until we hear from traffic engineer Mr. Snipes and have better information on which to act.

The meeting was adjourned at 5:15 p.m.

A handwritten signature in cursive script, reading "Roxanna Austin", is written over a horizontal line.

Roxanna Austin, Secretary

Executive Committee
May 18, 1983

The Executive Committee of the Athens Regional Library Board met at the library at 10 o'clock on May 18 to review two proposals for projects to be funded from Federal money for FY 1983 in the competitive phase of the grants. Mrs. Ames, Assistant Director, met with Mr. Austin and Mr. Milner in the absence of Miss Austin who was ill. Mr. Johnson and Mrs. Newland were unable to attend but both had expressed themselves as being in favor of submitting the two proposals.

The first proposal was for money to buy some audiovisual equipment and a card catalog cabinet for the Oglethorpe County Library to help in equipping the new quarters it will be moving into in the early fall. The other was for the purchase of six films dealing with Georgia and Georgians for the library's 16mm film collection.

The Committee voted to approve submitting both proposals.

A handwritten signature in cursive script, reading "Roxanna Austin", is written over a horizontal line.

Roxanna Austin, Secretary

Executive Committee
June 28, 1983

The Executive Committee of the Athens Regional Library Board met at the Athens Regional Library headquarters on June 28 to consider renewal of the lease on the space occupied by the Talking Book Center, 435 N. Lumpkin Street. Present were Mr. Austin, Mr. Johnson, Mrs. Newland and Miss Austin.

Miss Austin presented the proposed renewal of the lease of the space at 435 N. Lumpkin Street with four parking spaces for a two year period at the rate of \$710.00 per month, including utilities and janitorial service. Mrs. Newland had made some inquiries to determine whether this is the normal rate for similar space in the downtown area and reported that her sources felt it was a fair price. The Committee voted to sign the lease for the two year period. In the meantime, Mr. Austin will appoint a Committee to look into the possibility of finding suitable space near the library at a lower rental.

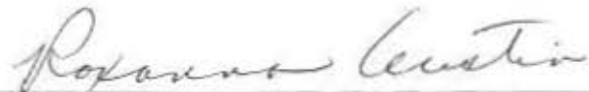
A handwritten signature in cursive script, reading "Roxanna Austin", written over a horizontal line.

Roxanna Austin, Secretary

Personnel Committee
July 1, 1983

The Athens Regional Library Personnel Committee met with the Director on July 1 at 11:00 in Athens to review recommendations for salaries for FY 1984. Present were Mr. Austin, Chairman of the Library Board; Mr. Kellam, Chairman of the Committee; Miss Powell, Miss Hawkins and Miss Austin, Director.

Following their discussion the Committee voted to approve the recommendations of the Director.

A handwritten signature in cursive script, reading "Roxanna Austin", is written over a horizontal line.

Roxanna Austin, Secretary

ATHENS REGIONAL LIBRARY
120 W. DOUGHERTY STREET
ATHENS, GEORGIA 30601

CLARKE COUNTY LIBRARY BOARD
COMMITTEE ASSIGNMENTS 1982-1983

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W. Ray Austin, Chairman
Farris T. Johnson, Ex-officio
Mrs. James Newland, Vice-Chairman
Roxanna Austin, Secretary
Mr. T.H. Milner, Jr., Treasurer

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Miss Julia Hawkins
Miss Elizabeth Powell

PUBLIC RELATIONS

Mrs. J.B. Neighbors, Chairman
Mrs. R.E. Pope
Mr. Troutman Wilson

Minutes
Athens Regional Library Board
July 21, 1983

The regular meeting of the Athens Regional Library Board was held on Thursday afternoon, July 21, 1983 at 3:30 p.m. in the auditorium of the Athens library. Present were: Mr. Austin, Chairman, Mr. Barrett, Mrs. Dupree, Miss Hawkins, Mr. Johnson, Mr. Kellam, Mrs. Newland, Mrs. Pope, Miss Powell, and Dr. Reines from Clarke County; Mrs. Langford and Miss Jenkins from Madison County; Mrs. Callaway from Oglethorpe County, and Miss Austin, Secretary to the Board and Director.

Mrs. Newland, Vice Chairman, opened the meeting when it became apparent that Mr. Austin was unavoidably detained. She welcomed members and asked for approval of the minutes of the April meeting. Mr. Kellam's motion to approve them passed.

Mrs. Langford reported that the Madison County Library is working on getting bids for additional shelving in their library. The Madison County Board of Education has approved the amount requested from them for the 1984 budget and they expect the Commissioners to act on the request shortly.

Mrs. Langley reported that three of their four supporting agencies in Oconee County have approved the FY '84 budget request. Approval from the fourth is expected shortly. The Oconee County libraries have enrolled more than 550 children in the summer reading club and the summer program of activities is off to a busy start with heavy use of the library and its services. Mrs. Langley called attention to the news story in the Banner Herald that resulted from her appearance before the Board of Education to present the library budget request. The headline read "Library is Worth the Money."

Mr. Austin took the chair and called on Mrs. Callaway to report for Oglethorpe County. She said that people have been most responsive to their fund raising efforts and they hope to be able to move into the new space soon.

Miss Austin reported for the Franklin County Board that they have raised all of the money in their budget request with a little to spare. She regretted that none of the members were present to receive public congratulations on that achievement.

For Clarke County, she reported a busy period since the April meeting. She called attention to the fountains which are in operation again, with Clarke County having repaired them and purchased new pumps. Reporting on activities at headquarters she noted the completion of the series of programs on Georgia folklore that were funded by the Georgia Endowment for the Humanities and thanked the board members who attended the programs for their support. The spring series of Story Time for Toddlers has concluded and two programs on selecting and using books with small children were presented by Gwen Davis from the University of Georgia. Miss Austin noted further the cooperation with the Athens Clarke County Georgia 250th Birthday celebration committee, with four programs related to it being presented in the library auditorium. She invited members to notice the walk-around bulletin board as they leave the building if they had not already seen it.

Regional Library Board
July 21, 1983

The regional report followed with the Director reporting that most of her energy this quarter had gone into work with the FY '84 budgets. She thanked each of the local boards for their work in presenting the library's needs to their supporting agencies and securing the money to meet them.

Concerning Federal funds she reported that the LSCA funds for FY '83 had been released in late April or early May. The state office called for proposals for the competitive grants not later than May 20. The library staff had discussed two proposals they felt were worthwhile for the entire region and agreed to develop them and submit both. Then the Director was out sick for two weeks as the deadline approached. Mrs. Ames, Assistant Director, and other staff members went to work and completed preparation of the proposals and she brought them to the Director for approval and then met with the Executive Committee to get their approval. One of these, a proposal for purchasing an outdoor book return and some equipment for the Oglethorpe County Library to use in its new space, was funded in the amount of \$4667.00. The other, a proposal to purchase prints of six 16mm motion pictures on Georgia topics needed for region wide use was not funded. The basic grant from the LSCA funds of \$24,707.00 will be used to purchase a micro-computer system. The order will be placed just as soon as the staff members involved can see two installations they are interested in and reach a decision as to which best suits our purpose.

Other items of regional interest were the resignation of Dr. Cal Adamson, Assistant Superintendent of Schools, in whose Office the Division of Public Library Service has been located in the Department of Education. The Division has been transferred to the Office of Special Services and State Schools under Dr. Peyton Williams. Miss Austin attended a reception for Dr. Adamson and Dr. Williams in Atlanta on July 12 that was given by the Georgia Council of Public Libraries.

Concerning FY '83 state grants Miss Austin announced that the entire amount of the state travel grant which she reported cut in April has been restored, so that none of the unbudgeted interest authorized for travel use was needed. She reported further that all of the state grant was used with none to be returned to the state as has been the custom for several years. Full restoration of the funds made it possible to reimburse Mrs. Kemppinen for practically all of her expenses for attending the ALA Conference in Los Angeles. She stayed with her son and his family and rented a car to get to the meetings. Miss Austin approved reimbursing that expense in lieu of a hotel bill and asked the Board's approval of that action. It was given by common consent. All of the book funds except \$424.30 were restored, the difference resulting from the use of different sets of figures on the projected population for 1984 between the legislature and the Department of Education. Only the Talking Book Center did not have any of its funds restored. She urged members to talk with their State Board of Education members to urge better support for public libraries.

Miss Austin called attention to the biennial conference of the Georgia Library Association to be held at Jekyll Island October 27 through October 30. She urged members to attend and asked approval for seven staff members to attend if we can find satisfactory sub-

Regional Library Board
July 21, 1983

stitutes. Mr. Austin raised the question of whether the proposed FY '84 budget will accommodate that many and was assured that it will.

The Chairman reported for the Executive Committee on two meetings since April. One was to consider the renewal of the lease on the space occupied by the Talking Book Center. The building has been sold since the 5-year lease was negotiated, and Upchurch Realty offered a two year renewal at \$710.00 per month with janitorial service, electricity and water furnished along with four parking spaces. After securing information from several knowledgeable persons as to the cost of space in the downtown area the Executive Committee voted to sign the two year lease and in the intervening time look for other possible locations at less cost.

The second meeting was to review and approve the proposals for the use of federal funds recommended by the director. Mr. Kellam moved that the Board approve the Committee's action on these. The motion passed.

Mr. Kellam reported for the Personnel Committee. They had met and gone over some recommendations of the director and approved them. They included transferring Dana Myers, now a bookmobile librarian, to the reference position vacated when Melanie Dunn resigned to accompany her husband to his new position; promoting Nancy Cook, presently driver/clerk on one of the bookmobiles, to be bookmobile librarian in a paraprofessional capacity; and the employment of a new driver/clerk. This was the plan recommended in case the Clarke County Commission denied our request to pick up the third local professional salary. The Commissioners declined to do this, but left enough money in the salary item (they applied a percentage cut to the salary item) to permit hiring the new driver. He asked Miss Austin to present her recommendation for the driver/clerk position. She recommended the employment of Mrs. Joyce Subler, who has done some clerical work for the library before. Mrs. Weeks moved that the recommendations of the Committee and the Director be approved by the Board. There were several seconds. Mr. Barrett asked for clarification of Mrs. Dunn's salary and how we would be able to make the transfer. Miss Austin explained that Mrs. Dunn was on a one year contract funded by the grant from LSCA for FY '82. The library system did not receive the FY '82 federal funds until our FY '83, and her position for one year was written into the library proposal for use of those funds. The County had specifically declined to pick up the federally funded position, but they left in the salary item enough money to employ the bookmobile driver/clerk when some shifting was done with the Maintenance and Operation budget. The vote on the motion to approve the recommendations of the Committee and the Director passed unanimously.

There was no old business to consider.

As new business Mr. Austin asked the Director to present the changes in the proposed budget. She did so, pointing out that the revision reflects the official figures on the State grants whereas the April version used the figures from the previous year because the official ones were not available then. There was some discussion and

Miss Powell moved that the revised budget be approved. The motion passed.

Mr. Austin then asked the Director to present a recommendation for a change in library policy concerning charges for lost books. She did so, pointing out that the recommendation came from several of the staff members who deal with the public and who handle acquisitions and had her full support. The recommended pricing policy on lost books is as follows:

1. If the title is listed in the current BOOKS IN PRINT, use that price.
2. If the title is not in BOOKS IN PRINT, check the library shelf list record which includes the price of most of the titles. For all books with an original price under \$15.00, charge a flat replacement fee of \$15.00. For those that cost between \$15 and \$25, charge \$25.00, and so on as the costs go higher. This raises the base rate for most hard cover books to \$15.00.

After some discussion in which the point was made that the policy will apply to all units of the library system, and that the purpose is not to make money but to enable the library to replace lost books with new copies or with titles of equal quality, Mrs. Dupree moved the adoption of the recommended policy. The motion passed.

The Director then presented another recommendation for a change in policy concerning fines or charges for overdue library materials. Again this came from the staff in Athens. She asked the local boards, which do not all follow the headquarters policy in this respect, to consider adopting it so that a uniform policy will prevail throughout the region. The recommended policy on fines is as follows:

1. Regular fines for overdue books, magazines and records will be 5¢ per day cumulating to \$1.00 per item.
2. Fines will then be \$1.00 per month per item.
3. The maximum fine or overdue charge will be the replacement price of the overdue item. Books that have been lost will be charged the price of the book plus the overdue charge to the date that the book is paid for. For instance, if the price of the book is \$8 and it is 3 months overdue, the borrower will be charged \$11.00.
4. If the book is found and returned, the price of the book will be refunded less the amount of the fine or overdue charge accumulated.
5. Continue the policy of not charging fines for those who have been too ill to return their books or who have been hospitalized or temporarily without transportation.

Before implementing this policy a month long fine-free period, August 17-September 17 is recommended. This will allow the library to clear its books and start over with the new policy.

There was general discussion with representatives of the other county libraries requesting copies of the proposed changes for presentation to their boards. The Chairman asked if there were objections to implementing this policy. There being none, he declared it approved.

The meeting was adjourned at 4:40 p.m.



Roxanna Austin, Secretary

Minutes
Clarke County Library Board
July 21, 1983

Those present for this meeting were: Mr. Austin, Chairman, Mr. Barrett, Mrs. Dupree, Miss Hawkins, Mr. Johnson, Mr. Kellam, Mrs. Newland, Mrs. Pope, Miss Powell and Dr. Reines and Miss Austin, Secretary.

Because of the extreme heat in the auditorium that resulted from problems with the air conditioning equipment, the Chairman, Mr. Austin, suggested that any item on the agenda that could possibly wait be omitted, and that we move directly to those which were crucial.

The minutes of the April meeting were approved as distributed by mail.

Miss Austin read a letter from Dr. Bernard Douenhauer, of the Department of Philosophy at the University of Georgia, requesting the library to co-sponsor his proposal for a conference for which he is submitting a proposal to the Georgia Endowment for the Humanities for funding. Theme of the proposed conference is Truth: the Word and Its Other--Silence. He sees the public library as a natural supporter of the project as the theme is discovered in literature as well as other areas of life. After a brief discussion in which the need for community support of such proposals was emphasized, and which it was emphasized that the library will not put any money in the project, the Board agreed by common consent to act as co-sponsor of the proposed project.

The Director then presented the matter of continuing co-sponsorship of the Ensemble Concerts. Under the direction of Mrs. Mary Carrick, the group presents 2 concerts each year, using musicians from the Atlanta Symphony in addition to Mrs. Carrick. The library has provided a place for the concerts and included them in its publicity for the past four years, but she would like it to provide funds as well. Miss Austin has explained each year that we do not have funds for this activity, but it keeps coming up. Therefore, she requests a statement from the Board to support her position. The concerts are funded by grants from the National Recording Industry Trust with matching grants from local banks and industries. Dr. Reines moved that the Library continue to co-sponsor the concerts only by affording space. After some discussion the motion passed.

The Chairman then asked Miss Austin to present a proposal coming from her and the library staff for closing the Athens library on Friday evening during the months of August and September. She did so, citing low use and very little attendance with low staff morale when assignments fell on Friday as reasons for recommending the trial closing. Miss Hawkins and two others moved that the request be granted. Several persons seconded. The discussion emphasized the need for careful publicity to prepare people for the change well in advance. Mr. Barrett noted that the trial period will end before the next Board meeting and raised a question as to whether some provision for evaluating the new policy could be made to avoid the confusion which could result from moving back and forth on the matter in October. Mr. Austin suggested that the Executive Committee meet with the Director toward the end of September to evaluate the effects of the change and decide whether to

Clarke County Library Board
July 21, 1983

continue or to go back to being open on Friday evening until 9:00 p.m. By common consent the suggestion was accepted. The vote on the motion to have the trial period in August and September was favorable.

The meeting was adjourned at 5:15 p.m.

A handwritten signature in cursive script, reading "Roxanna Austin", is written over a horizontal line.

Roxanna Austin, Secretary

Executive Committee

Monday, September 26, 1983

Mr. Austin tried without success to get agreement on a time for all members of the Committee for a meeting to decide whether to continue the Friday evening closing.

He then asked Miss Austin to poll the members by telephone to determine their votes.

As there had been no objections registered and the staff strongly recommended the closing, each member voted to continue the Friday evening closing indefinitely.

A handwritten signature in cursive script, appearing to read "Roxanna Austin".

Roxanna Austin
Secretary

Minutes
Athens Regional Library Board
October 20, 1983

The Athens Regional Library Board held its quarterly meeting at the library in Athens on Thursday, October 20, 1983, with the following present: Mr. Austin, Chairman; Mrs. Dupree, Miss Hawkins, Mr. Johnson, Mr. Kellam, Mrs. Newland, Mr. Milner, Dr. Reines, and Mrs. Weeks from Clarke County; Mrs. Langley, from Oconee County; Mrs. Callaway from Oglethorpe County; and Miss Austin, Secretary.

The chairman called the meeting to order and welcomed Board Members. The minutes of the July meeting were approved as distributed by mail.

County reports followed. The Director read a note from Mrs. Whitlow, Chairman of the Franklin County Board, expressing regret she could not be present. Highlights of the County Board meeting the previous week were summarized.

Mrs. Langley reported for Oconee County calling attention to the \$207.50 realized from the used book sale at the Fall Festival. In the middle school a language arts class had spent a day at the library in connection with a project in which they compared the school library and the public library. Ten new families have registered at Bogart. The major concern is the continuing problem of maintenance of the Watkinsville building and grounds. Local Board members plan to attend the November meeting of the Board of Commissioners to present their needs, capitalizing on the recently published findings of the Grand Jury.

Mrs. Callaway reported continuing progress in raising funds for renovating their building. The store owner has moved and it is now ready for interior work to be done. They hope to be in the new quarters by January.

Mrs. Langley expressed thanks to the Oglethorpe County Board for contributing used books received too late for their Fall Festival sale to the Oconee County Board for its sale.

Miss Austin reported for Clarke County highlighting the success of "fine free" month August 17-September 16, a new Story Time for Toddlers series and continued heavy use of the auditorium/meeting room by community groups.

She continued with the Director's Report on items of concern to the entire region. The micro-computer system purchased with the basic FY83 LSCA Grant(Federal funds) has arrived and will be installed in the first week of November after some electrical work is done. Staff training for certain employees has begun. Miss Austin has been approached about the possibility of providing an internship for a student in the computer training program at Athens Tech. It will require that we provide 300 hours of employment in a ten week period with approximately 50% of the time

assigned to working with the computer. Salary is decided by the library. The student under consideration is Miss Benita Walters who worked as a CETA assistant with the Oconee County Library through high school. Providing this experience will enable us to get our data in the computer much earlier than would be possible with our regular staff, and Miss Walters will work for \$3.35 per hour. The Director recommended that the Board approve this project and it was done by common consent.

Some of the equipment purchased for the Oglethorpe County Library through the FY83 competitive grant(Federal funds) has arrived.

For the Talking Book Center, Miss Austin reported the death of Elise Simonson, who had resigned as secretary in August for health reasons. Her family requested that memorial gifts be directed to the TBC, and as of Wednesday, October 19, \$1,212.00 had been received. The staff of the TBC and Mrs. Simonson's family agreed the money should be used to purchase additional large print books to supplement that collection to serve the 15 counties in its region.

The Director reported on a meeting of public library directors with Mr. Joe Forsee and his staff from the Department of Education's Division of Public Library Services. Future applications for state funds must be accompanied by actual copies of the current constitutions and by-laws of the region and its county library boards. Previously if the documents were on file and no changes had been made during the fiscal year, a statement to that effect was accepted. Also, the annual report list of library board members must carry the date of the members original appointment to the Board instead of to the current term. She is getting copies of the constitutions and bylaws ready to discuss with local boards to determine whether any changes are needed before next July. The new secretary has proved invaluable in charting and tracing the original appointments. It is providing excellent background for her and she enjoys it.

A further item of information was that HB840, the proposed revision of Georgia law on public libraries will be brought out of committee for action during the 1984 Georgia legislature. It was introduced last year by Speaker Tom Murphy and has gained the support of Lt. Gov. Zell Miller. Basically, it embodies many provisions that are now part of Department of Education regulations and clarifies the powers of library boards. Miss Austin had copies of the bill for examination by Board Members and offered to make additional copies for anyone who wished to study it.

She reminded the Board of the biennial conference of the Georgia Library Association October 27-30 at Jekyll Island and gave them information on the workshop for Trustees which will be a part of the program on Saturday, October 29. Mr. Kellam plans to attend the conference and the Trustee Luncheon and perhaps the entire workshop.

Since Mrs. Langley had to leave early, the Chairman moved to new business and appointed as a nominating committee to prepare a slate of officers for the January meeting Mr. Johnson, Chairman, Mrs. Langley, and W. Ray Austin.

It was established that there was no old business to be dealt with.

The Chairman presented the request of the Director that one of the days earned because two of the three Christmas holidays fall on Saturday and Sunday this year be taken on the Friday after Thanksgiving. After discussion Mr. Milner moved that the request be approved and the motion carried.

The Chairman next presented the matter of the traditional Christmas shopping day for employees. He called on Miss Austin to review the history of this day. After some discussion this day was approved for 1983.

Miss Austin presented the names of three new employees for Board approval: Mrs. Phyllis(Pam) M. Blake, Secretary to the Director; Mrs. Jacqueline Freeman, audiovisual clerk; and Mrs. Sarah Seymour, clerk/typist in the Cataloging Department; Mrs. Diane Williams to be transferred to a new position of part-time order assistant. Several members moved approval of these appointments and the motion carried.

There being no further business the meeting was adjourned at 4:20 p.m.


Roxanna Austin, Secretary

Minutes
Clarke County Library Board
October 20, 1983

The Clarke County Library Board met in the Library Auditorium on October 20, 1983 at 4:30 p.m. immediately following the adjournment of the Regional Library Board. Present were Mr. Austin, Chairman; Mrs. Dupree, Miss Hawkins, Mr. Johnson, Mr. Kellam, Mr. Milner, Mrs. Newland, Dr. Reines, Mrs. Weeks and Miss Austin, Secretary.

The minutes of the July meeting were approved as distributed by mail.

The chairman asked for the Director's Report. This was devoted primarily to bringing the Board members up to date on recent activity in the maintenance of the building and grounds. She reported good cooperation from the County Maintenance Department.

The Executive Committee, as charged in the July meeting, reviewed comments of the staff and reports or reaction by the public to the Friday night closing to determine whether it should continue. There was almost no response from the public; therefore the Committee agreed that Friday evening closing should continue indefinitely. This will require new lettering of hours on the glass at the entrance. Mr. Arseneau authorized the Director to negotiate with Davis Sign Company for what is needed and have them call him for a purchase order. That has been done. The sign should be changed in a week or so.

The air conditioning was repaired the day after our last meeting. The hole in the fence at the back of the public parking lot was repaired.

The tall oak tree next to the garden fence, which is dying, lost a limb during the recent wind and thunderstorms. Fortunately, no vehicles were struck. Mr. Arseneau will see about having the tree removed.

The people are not encouraging about repaving the entire parking lot. We are now discussing paving the areas where the "islands" were removed and repainting the stripes for parking places.

The memorial tree for Dean Tate will be replaced by the nursery which provided it, probably in the early spring.

Miss Austin presented a letter from the Action Committee to Improve Opportunities Now to Janet Wright of the Talking Book Center asking her to consider accepting offenders of non-violent crimes who were sentenced to do community service

work. She would like to try it if the Board is willing. Following some discussion, the Board authorized the Library, including the Talking Book Center, to enter into the program on a trial basis.

As new business, the Chairman named a nominating committee to recommend names to the County Commissioners for appointment to fill terms expiring January 1, 1984, composed of Miss Elizabeth Powell, Chairman, Mr. David Barrett, and Miss Julia Hawkins. Mrs. Newland called attention to the fact that the list of Clarke County Board members shows six terms expiring in 1986, but none in 1987. Miss Austin thanked her for calling attention to this and said she will check on it and provide corrected lists for Board members.

As a matter of information Mr. Austin reported a formal complaint against a children's book. The official procedure adopted by the Board has been followed and a committee of staff members and Board members has begun reading the book and will have a recommendation at a later date.

The meeting was adjourned at 4:55 p.m.


Roxanna Austin, Secretary